



Core Financial Project

Standard General Ledger

Change Discussion Guide

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About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas—Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable, and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area; however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Integrated Financial Management Program Overview

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution

Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing

Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management

Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable

Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable

Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger

Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a “One NASA” Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
 - Providing consistent, accessible financial data
- Provide accounting and budgeting structure to enable Full Cost Management
- Support business-based, decision making
 - Providing timely financial information so that it can be used in the decision-making process
- Provide financial information backbone to be integrated with project management data for an integrated view of project status
- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
 - Reduce need to compile and reconcile data from disparate sources and systems
 - Provide a single point of data entry (elimination of duplication)
 - Provide a real-time, single, consolidated general ledger
 - Reduce research and analysis time by providing drill-down capability to original source documents
- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
 - Provide fully-automated purchase request creation, routing and approval
 - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
 - Automatic calculation of interest
 - Automatic aging of accounts receivable
 - Better handling of installment payments from customers
 - Automatic preparation of IRS 1099s for debt cancellations
 - Automated trial balances, FACTS I and II
 - Elimination of PAC and Hilite Reports
 - Elimination of FACS generation and transmission to NASA HQ
- Provide easier distribution of carrier account transactions
- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-Wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

U.S. SGL and Reports in SAP

SAP and U.S. SGL

- U.S. SGL basic number system for chart of accounts
- Captures information at the transactional level
- Meets U.S. SGL substantial compliance requirement of FMFIA

Reports in SAP

- Agency CFO Statements are automated
- FACTS I & II are automated
- SF-224 is automated
- Many internal reports are also automated
- Utilizes Business Warehouse
- Extensive query capabilities
- Download data to MS Excel and other tools

U.S. SGL and Reports in SAP

Data Accessibility in SAP

- Business events recorded as they occur
- Stored in a central database
- Updates everything instantaneously providing real-time information
- Accessible to everyone (e.g., CFO, project manager, resource analysis)
- Drill down to details by double clicking

Core Financial Role Mapping

A Role is:

- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:

- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE–Position Descriptions will not be changed as a part of the Core Financial project.)

Core Financial Role Mapping

Standard General Ledger Roles

DATA ENTRY VALIDATOR

Description: The Data Entry Validator is responsible for ensuring that the master data entered into the accounting system is accurate.

EXTERNAL INFORMATION GENERATOR (Headquarters Role)

Description: The External Information Generator produces external reports that are consistent with established Agency policies, and Federal laws and regulations. Responsibilities include preparation, submission and review of Agency-level reports such as FACTS I and II and Agency-wide Financial Statements.

FINANCIAL DATA MAINTAINER (Headquarters Role)

Description: The Financial Data Maintainer is responsible for legislative and administrative updates to general ledger accounts and the legal elements of the Financial Classification Structure tables (Fund Master). The Financial Data Maintainer is also responsible for sustaining a uniform chart of accounts consistent with the U.S. SGL. This role has complete control and responsibility for the creation and upkeep of the Chart of Accounts and for ensuring accuracy and conformity to the guidelines provided by the Treasury Financial Manual (TFM). Duties include managing SGL master data, Treasury and Funds Management master data, and recording of funds and appropriations.

Standard General Ledger Roles

FINANCIAL INFORMATION ANALYZER

Description: The Financial Information Analyzer (FIA) monitors various account balances and account relationships. The FIA also reviews, analyzes, and evaluates trial balances and other financial reports to ensure consistent and reliable data. The FIA determines the appropriate corrective action for a wide variety of accounting problems. The FIA communicates anomalies and errors to the originator of the transaction(s) for appropriate action. In addition, the FIA is responsible for validating all corrections (e.g., JVs) processed in the system.

JOURNAL ENTRY PROCESSOR

Description: The Journal Entry Processor prepares journal vouchers and enters them into the accounting system. All journal vouchers will be parked (not posted) in SAP. The journal vouchers will be reviewed and approved (posted) by Headquarter's Code BF. The JEP will notify Headquarter's Code BF by e-mail when a journal voucher has been parked and is ready for review by Headquarters. The JEP may also display, change, create, and delete account assignment models and reoccurring entry templates.

MANAGEMENT INFORMATION GENERATOR

Description: The Management Information Generator produces reports primarily for internal purposes, determining the reports needed for a particular location, determining report specifications in accordance with customer and agency requirements, assisting users in identifying standard reports that will meet their needs, and designing reports with various formats and parameters. This role also determines which Centers require specific information and how it is disseminated, including the media to be used, (e.g. soft copy, hard copy, web-based) reporting and delivery. The MIG provides supporting information needed for internal management reporting. This role will produce and submit/transmit the SF-224 and the Center's financial statements.

Standard General Ledger Roles

Standard General Ledger Roles

PERIOD CLOSER (Headquarters Role)

Description: The Period Closer is responsible for coordinating the opening and closing of SAP modules for each period. The Period Closer ensures the upcoming period is opened at the appropriate time to ensure financial transactions may be posted. The Period Closer closes commitments on expiring funds, rolls-up unobligated expiring reimbursable authority, removes anticipated budget from every expiring reimbursable fund with a budget balance, remove anticipated budget from each expiring fund with prior year recovery obligations, and returning miscellaneous receipts funds to Treasury. Other activities performed by this role as part of the manage year-end process include, closing proprietary nominal accounts, closing budgetary nominal accounts, selecting open documents to carry forward, and opening and closing MM, FI, and CO periods. As part of the pre-year end maintenance, the Period Closer creates and maintains sets for funds based on fund status, carries forward rules for funds created in the current fiscal year, creates and maintains variants. The Period Closer is responsible for providing cut-off dates for processing transactional data to Centers as part of the manage monthly closing process. Reports generated by this role include generating a trial balance and an earmark funds reports as part of the year-end process. In addition, the Period Closer will review and approve all journal vouchers (the Centers will park all JVs for review and approval by HQ).

Frequently Asked Questions

Is SAP an Agency-wide system or a Center unique system?

SAP has been configured as an Agency solution, providing a centralized financial management system for all Centers and Headquarter use. The system has been designed with one legal entity and one chart of accounts. As an Agency-wide integrated system, the necessity to manage and close numerous Center systems has been greatly reduced. SAP will be managed and closed centrally through an automated closing process saving time and staff resources at the Centers.

The financial systems at the Centers do not use the U.S. Standard Ledger (SGL) to capture information. The Center information is crosswalked to the U.S. SGL by Headquarters. Will SAP use U.S. SGL or will the information continue to be crosswalked?

The chart of accounts in SAP was designed consistently with the basic numbering system of the U.S. Standard General Ledger (SGL). In addition, the system will capture Center financial events at the transactional level consistently with the U.S. SGL, a requirement for substantial compliance with FMFIA. A crosswalk to the U.S. SGL will be unnecessary.

Will SAP have the capability to produce automated reports?

As an Agency system SAP contains all the information necessary to produce automated external reports (e.g., Agency CFO financial statements, FACTS I & II, SF-224 by ALC) and many internal reports. Once SAP is implemented across the entire Agency, the need to re-key data from Center systems to Agency systems to produce Agency-wide reports will be eliminated.

Frequently Asked Questions

Frequently Asked Questions

Is SAP an integrated system?

SAP is an extremely integrated system. For example, the Financial Accounting (FI) Module in SAP is linked to almost all other modules (Materials Management, Controlling, Funds Management, etc.).

This means when a purchase requisition is issued in the Materials Management (MM) module for equipment, SAP captures any information that is later required in FI and other modules. This is why each business event is recorded only once in the system, minimizing the duplication of records, and creating consistent input among records and modules thus maximizing data integrity.

In addition, prior to the document posting for the purchase requisition in MM a verification of funds availability is performed in the Budget Execution module. If there are insufficient funds available for the requisition, SAP will not process the purchase requisition. This ensures adequate funding and prevents over-obligation (anti-deficiency). Another benefit to an integrated system.

Finally, the integration between the SAP modules will eliminate current re-keying activities between Center systems (e.g., purchasing and finance) saving available resources.

How accessible is the data in SAP?

In SAP, business events are recorded as they occur in the form of documents and stored in a common database. The system updates everything instantaneously providing end-users with real-time information.

The Agency CFO, a project manager at a Center, and a resource analysis for an Enterprise will have access to the same up-to-date information. SAP also provides the capability to drill down on summarized data by simply double-clicking on an item saving time searching for details.

Frequently Asked Questions

How and when is a Period closed in SAP?

- Monthly Closings – The Period Closer will maintain and communicate the cut-off schedule for transactional processing to the Centers. The Period Closer coordinates with each Center POC to verify execution of the cost cycle (assessments, variances, and distributions), and to verify AR billings due are processed and advances are liquidated. The Period Closer then closes the AR, FM, & CO for the period.
- Year-end Closings – Year-end closing is performed in periods 13 through 16. The Period Closer closes commitments on expiring funds, rolls-up unobligated expiring reimbursable authority, removed anticipated budget from each. The FACTS I trial balance is run and reviewed for errors. A correct FACTS I bulk file is sent to the Treasury point-of-contact. FACTS II Transaction Register Report and Trial Balance are generated, the MAF File from Treasury is uploaded and updated, and an updated FACTS II file is sent by e-mail to the Treasury point-of-contact. As part of the year-end closing process, the financial statements are also generated.
- Quarterly Closings – At the end of each quarter, the FACTS I trial balance is run and reviewed for errors. A correct FACTS I bulk file is sent to the Treasury point-of-contact. FACTS II Transaction Register Report and Trial Balance are generated, the MAF File from Treasury is uploaded and updated, and an updated FACTS II file is sent by e-mail to the Treasury point-of-contact. As part of the quarterly closing process, the financial statements are also generated.

Frequently Asked Questions

Key Terms

Account Assignment Template

The SAP accounting template used for storing pro forma entries for repetitive use. These documents are useful for entries that frequently require the same broad account assignment, such as the distribution of amounts to several accounts. Cost Centers or fund Centers.

Application of Funds

Treasury Fund Symbol.

Batch Job

A chain of SAP tasks programmed to execute at a specified time.

Budget Structure

The budget structure is comprised of the Fund, Fund Center, Commitment Item, and Functional Area.

Commitment Item-SGL

Equivalent to the object classification. It is the key link between the FI (Financial) and BE (Budget) modules in SAP, and derives how the budget is updated in the system.

Cost Center

A logical grouping of one or more related activities and/or organizational units into a common pool for the purpose of identifying the cost incurred for performing all of those activities. At NASA the cost Center is the Performing Organization. The first 2 digits represent the NASA business area (Center).

Cost Element

Mandatory criterion for classifying costs arising in a company code, including Direct and Indirect. Direct cost elements are maintained in the SGL master records. Indirect costs elements have no counterpart in the financial accounts and are maintained exclusively in cost accounting. In SAP, there are both primary and secondary cost elements (defined below).

Key Terms

FACTS I

A Department of the Treasury system for the electronically submitted preclosing, adjusted trial-balance.

FACTS II

Federal Agencies' centralized trial-balance system II. Allows agencies to submit one set of accounting data that fulfills the needs of the SF133 Report on Budget execution, the FMS 2108 year-end closing statement, and much of the initial data that will appear in the prior year column of the Program and Financing Schedule of the President's budget.

Functional Area

The Budget Structure is made up of Fund, Fund Center, Commitment Item, and Functional Area. The Fund can be further divided by using Functional Area, a four-digit field, to distribute budget and control spending via the Enterprise. NASA uses the Functional Area in SAP to represent Enterprise as well as all Non-Enterprise offices that incur indirect costs that will ultimately be distributed to the Enterprises and their programs and projects.

Fund Center

The fund Center is an organizational unit within a Funds Management (Budget) area that represents the structure of an organization (areas of responsibility, departments, projects) in the form of a hierarchy. Budget is assigned to Fund Centers, and is consumed as business transaction postings are made for commitments and obligations. When posting a Journal Voucher, the fund Center may sometimes be automatically derived by SAP from the cost Center.

Fund-SGL

A summary account established in the Treasury for each Appropriation and/or fund showing transactions to such accounts. Each such account provides the framework for establishing a set of balanced accounts on the books of the agency concerned.

G/L Account

A general ledger account which is equivalent to the US Standard General Ledger.

Key Terms

Key Terms

GL Account Number

Number that identifies the GL account in a chart of accounts.

Journal Voucher

A record describing business transactions used to capture financial transactions in SAP and post adjustments when no other method is available.

Park

An SAP command used when a JV is complete and must be routed for approval prior to posting, or when the entering or posting functions are performed by different individuals.

Post

An SAP command that saves the current document and updates the general ledger automatically.

Primary Cost Element

Primary Cost Elements represent the SGL account assignment within the Controlling Module (Cost) of SAP, and the OMB/NASA object class per the NASA FMM (e.g., 6100.2612). SGL 6000 series accounts are related to expenses/costs and must be associated with an object class to capture full cost. A primary cost element is assigned to the SGL accounts at the time they are originally set up in SAP.

Pro Forma Entry

A document that uses a standard form to record transactions.

Recurring Document

The SAP term for recurring entry template.

Recurring Entry Template

An accounting template in which the G/L accounts and dollar amounts remain the same and are reused for each period. Any role may be able to use a recurring entry template.

Key Terms

Reverse

An action in SAP that nullifies a journal voucher (JV) that has already been posted. Reversing a JV posts transactions that are opposite to those in the original JV.

Secondary Cost Element

Secondary Cost Elements are created to capture consumption data for the tracing factor to be used in assessments. They are used to track the allocated cost movement from Carrier Accounts/Cost Pools to benefiting projects, e.g., 9000.7200 = ODIN.

Key Terms

Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training.

Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses.

[NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to “go live”. Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control - Online Quick Reference (OLQR)

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing need-assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Standard General Ledger Curriculum

Course Name – Standard General Ledger

Description: This course will focus on administering and maintaining the Standard General Ledger in accordance with Federal regulations, and NASA processes and procedures.

Module 1: SGL Closing Process

Description: In this module, end-users will learn how to perform certain steps of the SGL closing process in SAP. They will learn to execute the tasks involved in five aspects of the closing process: periodic processing, Treasury pre-closing, external reporting, financial closing, and system closing. The tasks that will be demonstrated include executing trial balances, closing accounts, generating external reports, and executing budget and commitment carry-overs. (Roles: External Information Generator, Financial Data Maintainer, Financial Information Analyzer, Management Information Generator, Period Closer)

Module 2: Standard General Ledger (SGL) Master Data

Description: In this module, end-users will learn how to perform master data maintenance tasks for the standard general ledger (SGL) in SAP. They will learn to execute the processes necessary to maintain the SGL chart of accounts and manage master data elements, including applications of funds, funds, commitment items, and primary cost elements. In addition, this module will describe the steps to create and change accounting templates in SAP, including account assignment templates and recurring entry templates. (Role: Financial Data Maintainer)

Standard General Ledger Curriculum

Course Name – Financial Report Generation – SGL

Description: In this course, end-users will learn how to run standard reports and custom reports. This course will also provide end-users with specific SGL report generation information in both SAP R/3 and BW. (Roles: External Information Generator, Financial Data Maintainer, Financial Information Analyzer, Management Information Generator, Period Closer, Journal Entry Processor)

Course Name – Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in SGL will be required to complete prior to implementation.

WBT Module: Journal Voucher (JV) Processing

Description: After an introduction discussing the SAP General Ledger and the role of journal vouchers in the system, participants will be shown how to access JVs via menu paths and transaction codes. They will be instructed on how to post, park, hold, change and reverse journal vouchers in the SAP system, as well as how to use account assignment models and recurring entry templates. (Roles: Financial Information Analyzer, Journal Entry Processor, Period Closer)

Standard General Ledger Curriculum

Core Financial Contacts

Who Should I Go To If I Have Questions?

Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering

	Name	Code	Phone	Email
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Core Financial Contacts

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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.

Core Financial Contacts